

Steyning Parish Council



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MEETING OF AMENITIES COMMITTEE

HELD ON 28th January 2020 AT 7.30PM

IN THE STEYNING CENTRE

Present: Cllrs Goldsmith, S. Sullivan, Campbell, Lloyd, Alexander and Young.

Clerk: John Fullbrook

Members of the Public: 4

Meeting started at: 7.30 pm

MINUTES

ACTION

A/19/86 APOLOGIES FOR ABSENCE

86.1 Cllr Taylor absent.

A/19/87 DECLARATIONS OF INTEREST

87.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard group, Cllr Young lives on Mouse lane and there is an Agenda item regarding Mouse lane. Cllr Campbell lives in Charlton Street and this street will be discussed as part of the street cleaning contract discussion under item 11.1.

A/19/88 QUESTIONS FROM THE FLOOR

88.1.1 **Q-** Nick Muggridge – In relation to item 4 – I'm concerned to see the draft minutes for the 26th November meeting offered for approval tonight are not those taken by the Clerk but are a significantly modified and longer version written by the Chair. This appears to be in breach of NALC guidelines and setting an unfortunate precedent. I hope that councillors will reconsider whether the original minutes written by the Clerk are indeed an adequate and accurate record of the meeting. If so approve them. In relation to item 5.2, the removal of concrete from the MPF. It was stated at Full Council meeting that the removal of concrete from the MPF would facilitate the creation of new pitches for children's sports. I would like to ask where these pitches are planned, and who requested them.

88.1.2 **A-** Item 4 we will be discussing this in a minute. So far as the removal of concrete is concerned it is self-evident there is a significant amount of concrete that is close to the existing playing areas which are currently quite small, the removal of them will facilitate larger pitches.

88.1.3 **Q-** Nick Muggridge – I fail to see how such a small reclaimed piece of land could be used for anything. The point being if didn't cost much no one would care but it is going to cost a significant amount.

88.1.4 **A-** It is a health and safety issue being as it is so close to the existing playing area. It is in the budget but before agreeing to the work being carried out there will be a full discussion as to the merits of the plan. In terms of request for it to be done – it allows the Football club more options as popularity for juniors and girls football has increased.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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The Chair, then suggested a change to Agenda order to favour the items known to be of interest to those members of the public on attendance

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|-------------------------------|---|--------------|
| A/19/89
89.1 | MEMORIAL PLAYING FIELD and OTHER OPEN SPACE
Allotment water supply solutions – Despite some good work undertaken by Cllr Cree and others in helping to establish a greater understanding of water pressure and flow rate, the Chair thought committee could only move the process forward once committee were better informed about proposed Bore hole installation details and past Water bill information. Cllr Campbell proposed to adjourn this item until next meeting, seconded by Cllr Goldsmith. Agreed | CLERK |
| 89.2 | Allotment Tenancy agreement. There is a desire to revisit the existing agreement to ensure more flexibility to ensure it being more future safe, but also to address some current issues. Cllr Campbell proposed, seconded by Cllr Goldsmith that the Clerk and Chair be delegated to draft appropriate notices to quit and suitable letters of comfort and to send both to all allotment tenants provided the documents are first approved by the Council's solicitors and subject to the agreement being sent to the Allotment Association secretary for courtesy and feedback. Agreed. Skip hire for the Allotments to go onto next Agenda | CLERK |
| 89.3 | Welcome Sign. The Chair wanted to congratulate Charles Ashby (who was in the audience) for his hard work on getting this project almost entirely across the line. He also made reference to a Facebook posting from Cllr Alexander noting that the sign from a certain angle is obscured by an existing Road sign. Mr Ashby was given right to reply and said that the sign's location was governed by a number of factors and Mr Ashby had worked closely with WSCC to avoid road safety issues and to ensure utility services were not built over. WSCC are now considering the relocation of the road sign. | |
| A/19/90
90.1 | MINUTES OF PREVIOUS MEETING
Cllr Campbell proposed, seconded by Cllr Young to adjourn the agreement of the draft minutes of the meeting held on 26 th November to next meeting. Agreed. | CLERK |
| 90.2 | Cllr Campbell proposed, seconded by Cllr S. Sullivan that the draft minutes of the meeting held on 7 th January were agreed and signed as a true record. Agreed. | |
| A/19/91
91.1 | MEMORIAL PLAYING FIELD and OTHER OPEN SPACE
Draft Tree Risk Management Strategy Report – This document would supersede the existing three-year Safety report – Currently the 2018 Safety report covers the Council's risk until 2021. It is proposed the new Tree Risk Management Report would also deal with matters such as proactive maintenance/ management of the Council's entire tree stock over a longer term, including active crown reductions and thinning of certain trees on a rotation basis, that is to say every five or ten years, and this would also allow for greater clarity of understanding in terms of budgetary requirements year by year as the work would be spread out as evenly as possible. The Tree Surgeon Consultant had asked for a meeting to ensure the final report covered all the aspects this Council required. Cllr Campbell proposed, seconded by Cllr Cree that a meeting be organised with Andrew Gale and a working party be set up to include the Clerk and Cllrs Campbell and Lloyd, to work on the next stage of the Tree Management strategy. Agreed | CLERK |
| 91.2 | SCO Update – Very successful recent Wassail event and there are two dates in Feb. and March when further planting of memorial trees will be taking place in the Orchard area | |

		ACTION CLERK
91.3	Grass Cutting Tender process – Clerk reported 10 interested parties/ contractors to whom tender documents were sent- so far one returned. Deadline date for all to be returned is the 10 th February. Clerk, Deputy Clerk and Chair and Vice-chair to be in attendance for opening the tenders received, and to report to F&GP meeting that same evening to discuss and agree the successful contractor.	
91.4	Cllr Campbell proposed, seconded by Cllr S. Sullivan that from commencement of the new contract the Clerk to provide Amenities committee with a running total of grass cuttings carried out and any held in credit. Agreed	CLERK
91.5	Bin Relocation project at the MPF – Clerk to finalise arrangement with preferred contractor having agreed small amendment to scope of works on his original quote	CLERK
91.6	Four Benches donated from RBL – Cllr Goldsmith updated that they are being stored by the Cricket nets at the MPF ready for putting in position. Cllr Campbell said this will be part of the same project as the removal of concrete areas	
91.7	Procedure to be followed when graffiti takes place–Clerks Office aware of HDC procedure	
91.8	Cllr Goldsmith suggested regular HDC reports on Play park inspections could be circulated – Clerk to action	CLERK
A/19/92	FINANCE	
92.1	The Income & Expenditure reports were discussed for the November 2019 period. Cllr Campbell proposed, seconded by Cllr Goldsmith that that the income and expenditure reports for November 2019 be accepted as a true record. Agreed.	
92.2	The Income & Expenditure reports were discussed for the December 2019 period. Cllr Campbell proposed, seconded by Cllr Goldsmith that that the income and expenditure reports for December 2019 be accepted as a true record. Agreed. Some proposals for year end projects to be discussed at next meeting.	CLERK
A/19/93	HIGHWAYS & LIGHTING	
93.1	Electric charging points – Not much progress on this item, as HDC have not concluded research. Cllr Campbell proposed, seconded by Cllr S. Sullivan that Cllr Alexander is delegated to bring to the attention of the Climate Change working party and come up with proposals, being mindful of what Horsham DC are doing. Agreed	CLERK
93.2	Rights of Way working party – Cllr Young reported on a very positive meeting with former Cllr Muncey, and is in the process of compiling a dossier for future meetings.	Cllr Young
93.3	Mouse lane grit bin installation – Cllr Alexander reported that this has progressed, but he is waiting on a reply from the Environment agency regarding his enquiry regarding possible salt pollution to adjacent freshwater tributary. Report to follow.	Cllr Alexander
A/19/94	INFORMATION / CORRESPONDANCE ITEMS	
94.1	None	
A/19/95	ITEMS FOR NEXT MEETING	
95.1	Proposal from Cllr Saunders regarding Chandlers Way – Wildlife habitat development	Cllr Saunders

		ACTION
A/19/96	PROGRESS STATEMENT	
96.1	A/19/55.3 Projects – Cllr Goldsmith to gain provisional estimates to inform the draft budget at 7 th Jan. meeting - Actioned	
96.2	A/19/56.5 Removal of concrete from MPF – Cllr Goldsmith providing specification – Actioned – Clerk to get quotes based on specification. Cllrs to feed any issues with spec. to Clerk in meantime	ALL
96.3	A/19/56.10 Letter in support of Bramber Brooks project to be written by Clerk - Ongoing	CLERK
96.4	A/19/56.8 Allotment tenancy agreement notice letter to be written and approved – See item 89.2 - Resolved	
96.5	A/19/57.1 A working party to be set up regarding Memorial Gardens signage – Clerk to invite non-Councillor representatives to join – Ongoing – Clerk reported two out of three non-councillor representatives appear to had been recruited, and will chase Steyning in Bloom committee for their rep.	CLERK
96.6	A/19/57.2 Electric charging points discussion – See item 93.1	
96.7	A/19/58.1 Wood stove pollution correspondence to be sent to HDC and resident informed – Ongoing	CLERK
96.8	A/19/29.26 Cllrs Goldsmith and Young to contact Saxon Weald re Norman’s Way – Ongoing . Cllr Goldsmith to provide contact details to Cllr Lloyd for chasing.	Cllrs Goldsmith & Young
96.9	A/19/47.5.3 Clerk to produce a maintenance schedule for the SPC playgrounds – The Clerk with Cllr Young had completed the Wicksteed ‘accompanied’ inspection on the 11 th December. They have sent through the inspection report and this will be discussed at the next Amenities meeting. In terms of progress on this item -The Wicksteed report then becomes the basis of the framework for the preventative maintenance programme.	CLERK
96.10	A/19/47.7 Basketball court official opening – plaque to be supplied. Cllr Lloyd proposed, seconded by Cllr S. Sullivan that the Clerk has delegated authority to proceed with a maximum expenditure of £100. Agreed	CLERK
96.11	A/19/47.2.2 Cllr Goldsmith to liaise with Cricket Club to ensure grass cutting payment made – Resolved no payment required	
96.12	A/19/48.3 Path installation request from resident – Ongoing (with WSCC Cllr Barling)	
96.13	A/19/67.2 Working Party to work with Cllrs and Clerk to proceed with Abbey Road planting proposal – Chair reported there is due to be a meeting on site on the 30 th January to agree the proposed location of hedgerow planting, plus ‘Winter pond’ works, so there will be a report for the next meeting to cover this and the next two items.	Cllr Campbell
96.14	A/19/67.3 ‘Winter Pond’ to be marked out and Clerk to proceed with quotes to remove saplings – See item 96.13	
96.15	A/19/67.4 Working Party to produce location, species plan and all-weather path for Abbey Road – See item 96.13	

		ACTION
96.16	A/19/67.5 Abbey Road South area to be mown once a week in future grass cutting contract – Actioned	
96.17	A/19/67.6 Clerk to send copy of resolution to 6 x households in the Abbey Road area as specified – Ongoing	CLERK
96.18	A/19/67.7 Working Party to liaise with Steyning Community Orchard Group to produce firm proposals for the joint Abbey Road plan – Ongoing	Cllr Campbell
96.19	A/19/68.5 Working Party set up to discuss Fletcher’s Croft Lease – Ongoing	Cllr Campbell
96.20	A/19/69.1 Clerk to amend minutes for 29 th October 2019 – Actioned	
96.21	A/19/71.1 Cllr Alexander to report back regarding additional grit bin installation at Mouse Lane – See item 93.3	
96.22	A/19/71.2 Clerk to proceed with Winter Weather Highways Maintenance Plan {WWHMP}– Actioned – Clerk to ensure on web site	CLERK
96.23	A/19/71.3 Clerk to diarise for June 2020 recruitment of new WWHMP volunteers – Actioned	
96.24	A/19/72.2 Clerk to arrange meeting with HDC Rep regarding Street Cleaning and Bin Contracts – Actioned	
96.25	A/19/73.1 Clerk to arrange EOM, to discuss Amenities Budget – Could not arrange	
96.26	A/19/75.1 Clerk to check whether intended pre-meeting introductory message was appropriate- Clerk had asked HDC monitoring officer for advice and awaiting response.	CLERK
96.27	A/19/79.1 Clerk to check and bring back 26 th November minutes for next meeting’s agreement – Actioned	
96.28	A/19/80.1 Clerk to check whether tree warden is allowed to quote for work within the Parish – Clerk reported he could approach SPC Tree warden to quote for work if the Warden is in no way connected to the determination of that scope of works. - Actioned	CLERK
96.29	A/19/80.2 Clerk to seek three quotes for Cherry Tree works as detailed – Clerk has asked for a requote from the first contractor and is seeing two other contractors for quotes over the next three days	CLERK
96.30	A/19/80.3 Clerk to distribute invoice from tree surgeon for MPF ‘Den’ works from February ‘19 – Actioned . Clerk reported the invoice was paid for work completed and although this work differed slightly from the rather complex scope of works he and the then Cllr Bowell felt reasonably content that the Council had received a good service, in spite of the fact that this left some elements to be completed the following year.	
96.31	A/19/80.4 Clerk to seek three quotes for MPF/Allotment hedge works– See item 96.29	
96.32	A/19/80.5 Clerk to write to Resident in response to query about allotment hedgerow height – Ongoing	CLERK
96.33	A/19/81.1 Clerk to amend Amenity budget in time for F&GP committee – Actioned	

96.34	A/19/82.1 Clerk to supply Risk Assessment papers for Amenity Committee's scrutiny – Ongoing	ACTION CLERK
<i>The Chair then interrupted the progress statement item and moved straight to the Confidential</i>		
A/19/97	CONFIDENTIAL	
97.1	Cllr Campbell proposed, seconded by Cllr Goldsmith that the meeting go into Confidential session. Agreed	
A/19/98	STREET CLEANING AND BIN EMPTYING CONTRACT	
98.1	Cllr Campbell reported on a successful meeting between Cllrs Campbell, Lloyd, Goldsmith, the Clerk and an HDC street cleaning representative whereby some street cleaning was to be taken on by HDC over and above existing commitments but for no cost to SPC and at no loss of HDC cleaning grant. Committee then considered and amended the confidential supporting paper setting out details of the new street cleaning and bin emptying contract.	
98.2	Cllr Goldsmith proposed, seconded by Cllr Lloyd that the Clerk was instructed to issue a tender document for the street cleaning and bin emptying in accordance with the briefing paper circulated tonight (28 th Jan.) subject to the deletion from paragraph 2 of the conditions of tender- the provision about 3 years, and subject to modification of the final paragraph on that page - that the contractor will submit all these things after we have awarded the tender, and taking out completely the provision of the mechanical street cleaner, and subject to the plans being modified to ensure that they comply with the new schedule noted in Appendix 1. Agreed.	CLERK / Cllr Campbell
98.3	Cllr Campbell agreed to work with the Clerk the following day to ensure the amendments were made accurately and that the Clerk could then send round the amended document for committee members to check and agree before it was to be sent out to prospective contractors.	CLERK
<i>This concluded the confidential business and the chair brought the meeting back into open session to conclude the remaining business on the Agenda</i>		
A/19/99	PROGRESS REPORT	
99.1	A/19/82.6 Re-siting of notice board in High street car park – Cllr Goldsmith noted committee could again consider this item. The Clerk had spoken with a SIB committee member on the phone having also noticed that the location of the HDC electronic notice board in the High Street car park had changed also saying that this item could be considered once more. Cllr Lloyd will bring this matter back to HDC's attention.	Cllr Lloyd
99.2	A/19/82.10 Clerk to write to Allotment Association regarding notice board renewal – Allotment Association secretary has successfully chased on SPC's behalf it seems with installation from contractor now due to be completed by 7 th February.	CLERK
99.3	A/19/82.18 Clerk to make further enquiries regarding Residents interest for memorial tree and to put on Agenda for discussion with detailed proposal if resident still interested – Ongoing.	CLERK
99.4	A/19/82.19 Cllr Alexander to report on bore hole solution for Allotments- See item 89.1	
99.5	A/19/82.19 Clerk to supply water bill information for allotments – Ongoing	CLERK

99.6	A/19/82.22	Clerk to arrange meeting to progress Rights of way project – Actioned	ACTION CLERK
99.7	A/19/82.22	PROW working party to compile dossier before actions to be agreed – See item 93.2	
99.8	A/19/82.23	Clerk to arrange for Bin rationalisation works to be completed and distribute specification – See item 91.5	CLERK
99.9	A/19/82.25	Tree Risk strategy report to be circulated and discussed – See item 91.1	
99.10	A/19/82.28	Clerk to send to Cllrs correspondence re SSE light renewal proposal for High Street clock tower – Ongoing	CLERK
99.11	A/19/82.29	Proposed additional grit bin installation at Mouse Lane – See item 93.3	
99.12	A/19/83.1	Grass cutting contract to be checked and distributed – See item 98.1	
99.13	A/19/84.3	Clerk to organise meeting with HDC to discuss street cleaning and bin emptying proposals’ – Actioned	
99.14	A/19/84.3	New street cleaning and bin emptying contract to go out to tender – See item 98.1	

A/19/100 DATE OF NEXT MEETING – 25th February 2020 at 7.30pm

Meeting closed at 9.40 pm

Signed: Date: 25th February 2020

Chairman

An Audio recording of this meeting is available using the links below

<https://archive.org/details/20200128steyningparishcouncilamenitiesmeetingpart1>

<https://archive.org/details/20200128steyningparishcouncilamenitiesmeetingpart2>



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